Managing Applicants Resource Manual
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Introduction

The University of Georgia has implemented a new online position management and applicant tracking system, UGAJobs. The objective of UGAJobs is to streamline the approval, posting, and hiring processes for the University and our applicants.

Hiring departments should use the UGAJobs system to receive approval for and post staff positions.

The learning objectives include the following:

- How to Manage your Applicant Pools

Accessing UGAJobs

The Web Address/URLs for the site include the following:

Departmental User Site: https://www.ugajobsearch.com/hr/
Applicant Portal: https://www.ugajobsearch.com/

Requesting additional User Roles

All benefits eligible UGA employees have an employee account within UGAJobs where they may view their current Position Description and access the Applicant Portal. To request an additional UGAJobs User role, please visit the https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/ and select UGAJobs User Request Form. You will be asked to state which department and user group you would like to be associated with and include any additional information for account setup or access privileges. (Special permissions are required for account setup and security outside of the manager/supervisor role). This form must be submitted to the Central HR Employment Team by the unit’s Chief HR Officer and/or Financial Director.

Browser Support

The system has been tested with the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by Mozilla
- Internet Explorer version 9 or 11 and later
- Safari versions currently supported by Apple

Data Security

To ensure the security of the data, the system will automatically log you out after 60 minutes if it detects no activity. However, any time you leave your computer, it is strongly recommended you save any work in progress and logout of the system by clicking on the Logout link located on the top-right-side of your screen.
Log-in to UGAJobs

To access the University of Georgia’s UGAJobs user portal, visit the following web address:  https://www.ugajobsearch.com/hr/

Select Click this link to login with your UGA MyID. Next, you will be redirected to the UGA Central Authentication Service, which requires users to type their UGA MyID and password, allowing you to securely access the UGAJobs System.

ArchPass Duo

You will need ArchPass Duo, UGA’s two-factor authentication service, to complete this new login process. Two-factor authentication means there are two steps to the login process. The second step helps protect your personal information and secure the UGA network.

To use ArchPass Duo with UGAJobs, you must first enroll a device through the Self-Service Portal at archpass.uga.edu/enroll. The enrollment process is completely self-service and can be completed in five minutes. You should not need to contact the Help Desk to enroll a device in ArchPass Duo.

An instructional video on enrolling is available on the EITS Help Desk YouTube channel at https://www.youtube.com/watch?v=v_kHxQu5Gvw.

If you are already enrolled in ArchPass Duo for another system, such as the Remote Access VPN, you do not need to enroll again. You can enroll a smartphone, tablet, cell phone and/or landline phone. Once enrolled, you will still be able to access UGAJobs from any computer or device you choose. Your enrolled ArchPass Duo device is used only to verify your ID during the login process.

To log in to UGAJobs with ArchPass Duo:

1) Enter your MyID and password.
2) Verify your ID with a device enrolled in ArchPass Duo. You can verify your ID with a push notification from the Duo Mobile App, a passcode generated by the Duo Mobile App, a password sent by SMS text message or a phone call.

You can find more information about ArchPass Duo at archpass.uga.edu. If you have questions about ArchPass Duo, please contact the EITS Help Desk at helpdesk@uga.edu or 706-542-3106.
Getting Started

Once you log in to UGAJobs, https://www.ugajobsearch.com/hr/, any postings that you have authority to view will be displayed. The status of the posting will determine what you can view.

EXAMPLE: If a posting is still in the approval workflow and has not yet been approved, you will only be able to view the recruitment/job posting information. After the position is posted and applicants have applied, you may then also view each application.

NOTE: When you log in to UGAJobs, your default user account will your employee account. If you have another authorization role (i.e. Initiator, Search Committee Member, Approver, Unit Head, etc.) you must select the role from the drop box just below your name.

When you get to the homepage, look at the top left corner to ensure Hire is selected. If it is not, click on the three blue dots in the left corner and select Hire from the list.

Hire is the most used module. This is true for hiring proposals as well. If it is not already chosen and you have to select Hire, the top of your screen will change colors. In this module, the top of your screen will be blue.

Just below your name, make sure *Initiator is selected from the User Group drop box. Any time you make a change in this box, note the blue notification banner appears across the top of the screen.

*Note: Initiators are typically the department/unit representatives who oversee the administrative components of the position, posting, and hiring process for their department. This user will initiate all requests in the system and route to the next level approval. The Initiator is the only user who can create/initiate requests in the system.
Your Inbox and Watch List

Your homepage displays two key features in the system: Your Inbox and Watch List.

The Inbox contains all items that require your attention. These include items that are specifically assigned to you in their current state, and items that do not have individual owners, but you are authorized to act on if nobody else acts on them.

The Inbox Preview area is categorized by object type to help you find objects easier. Each item in your Inbox includes a link that opens the appropriate page for you to take the required action on the item. Once action is taken on an item, the item disappears from the Inbox.

NOTE: Your Inbox does not include items that are currently assigned to other people.

The Watch List allows you to track the status of selected Postings, Hiring Proposals and Position Requests. By default, your Watch List includes all items that you create.

You can also choose to watch other items within your assigned department. Items are automatically removed from your Watch List when they are completed or canceled. You can also choose to stop watching at any time. As with the Inbox, the home page presents a limited view of your Watch List.

If you own an item in its current state – if you are responsible for the next task or able to carry it out – you can open it from your Inbox or Watch List.

NOTE: To remove items from the Watch List, select the Watch List title link and select Stop Watching Posting from the Actions link drop-down menu for the posting(s) you wish to stop following.
Managing Applicants

All
Position Types

Revised 12.13.2018
Managing Applicants

There are two ways to access your posting(s) to view applications and/or to update the status of an applicant. Make sure you are logged in as the *Applicant manager user role.

1) Select the posting from either your Inbox or your Watch List on the homepage, OR
2) Hover over the Postings tab at the top of your screen and select a position type from the drop down menu.

NOTE: The Applicant Manager user role is assigned when the posting is created and has the ability to move applicants to different stages of a search, such as Selected for Interview, Interviewed, or Did not meet minimum qualifications, to name a few. An Applicant Manager can view postings and applicants for their department(s). It is recommended this role is assigned to either the initiator, hiring authority and/or person whom the search chairs delegates this responsibility.

How do I search for my posting?

Using the Search box, type in the Working Title or Posting Number of the position you need to locate.

You can also browse through the position postings by using the Next and Previous buttons, stationed at the top and bottom of the screen, until you find the correct position.

You also have the option to hover over the Actions link associated with your specific posting and select View Posting.

Once you find your desired position, you may click on the working title link to open your posting.

Once in the correct position, select the Applicants tab.
Using the Applicants Tab

The Applicants tab will give you a complete list of all active candidates for the position. To customize columns to include additional information, select More search options and select from the Add Column drop-down menu.

The applicant information columns are customizable based on your needs. Select Add Column below the search bar and select as many fields as you would like visible in the applicant list below.

You can Add Columns if the information you need is not included on the page.

NOTE: As you select a new column, the list below will automatically update.
You can also view any applicants that did not meet the minimum qualifications based on answers to the supplemental questions.

In the case below, a supplemental question was created to determine who possessed a PhD.

You can view these candidates by selecting **More Search Options**. Once the **Workflow State** box appears, you can highlight specific candidate workflow states.

For this example, you would highlight **System Det Does Not Meet Minimum Qualifications** in the **Workflow State** box and click **Search**.

**How do I take action on applicants in bulk?**

To take action on the applications in bulk, select the **Actions** button in the heading. Here you can review the screening (or supplemental) questions and answers, download screening (or supplemental) question answers for all candidates into Excel, and download applications into PDF documents by selecting the box next to the applicants’ names.

You can also export applicants into an Excel spreadsheet. Select the main **Actions** menu in the heading and select **Export Results**. The search results are saved in XLS format. Depending on your browser, the file may automatically download to your computer’s download folder, or you may be prompted to choose whether you want to open or save the file.
Viewing Applications

To see who has applied to a posting, locate and open the desired posting. Open the Applicants tab to view the list of applicants. You may either click the candidate’s name in the applicant list, or hover above the Actions drop-down in line with the applicant name and select View Application.

To view an application, click on the name of the candidate of interest under the Full Name column.

This provides you access to the candidate’s application, as well as all documents included with their application. Once you are in an applicant’s application profile, you can use the navigation buttons in the upper right corner to view the next or previous applicant.

At the bottom of this screen you also have the ability to generate a combined PDF document which will merge any required, optional, and/or recommendation documents.

NOTE: Because this is an internal document, supporting documents will not appear in an application combined PDF.

To view a collection of applicant documents

You can review more than one applicant document at a time. You may choose to view all the documents for a single applicant, specific documents for a group of applicants, or all documents for a group of applicants.

On the Applicant tab on the posting, check the boxes to select the applicant(s) of interest.

You will be able to complete one of the following actions:

- **Create Document PDF per Applicant:** See the selected applicant’s materials separately
- **Download Applications as PDF:** See the selected applicant’s materials together

The system creates a PDF containing all the applicant’s submitted materials that you request.
Create Document per Applicant

You will need to go to the **Applicants** tab within the Posting.

Select the applicant(s) by checking the checkbox next to each applicant.

Underneath the main **Actions** menu on the right side, just above the applicants list, you have the option to select **Create Document PDF Per Applicant**.

NOTE: Although it appears no action is taken, clicking on **Create Document PDF per Applicant** link, the click is recognized by the system.

Download Applications as PDF

To download applications as a PDF, you will complete the same steps as creating a document, except under the main **Actions** menu, you will choose **Download Applications as PDF**.

After selecting this action, you will be prompted to select which type of document(s) you wish to download.

Check the box of the appropriate type(s) and select **Submit**. Your document(s) will begin to generate and you can then save them as you wish.
Trouble downloading applications as PDF? Complete the following test…

As mentioned previously, the Applicants tab will give you a complete list of all active candidates for the position. The applicant information columns are customizable based on your needs. In cases where an Error Message appears, not allowing you to download applications as PDFs; you can add a column to your candidate list which will show you the Document Conversion Status of the candidate’s listed.

To customize columns to include the Document Conversion Status, select More search options and choose the Document Conversion Status variable from the Add Column drop-down menu.

How do I export applicants to create an Excel Spreadsheet?

To be able to view the applicant(s) documents, go to the More Search Options link next to the SEARCH button.

Under the Add Column search filter, please add the Combined Documents column to the search.

The Combined Document column will be added to the search and you will have the option to Generate and then View Combined Documents for each applicant.

NOTE: The search results are saved in XLS format. Depending on your browser, the file may automatically download to your computer’s download folder, or you may be prompted to choose whether you want to open or save the file.

Reviewing Supplemental Questions
To review one candidate’s answers to supplemental questions included in the posting, click on that candidate’s application and the answers will be included on the summary page and are considered part of the application. The answers to the supplemental questions can provide information directly from your applicant pool regarding their knowledge, skills and abilities to meet the requirements of your position.

You also have the option to view answer statistics of your applicant’s supplemental questions by choosing the Review Screening Question Answers (also known as Supplemental Question Answers), which can be found in the main Actions menu on the main applicants tab. After clicking on this option, the below view will appear. This information is displayed in a graph format and is especially helpful when answers to supplemental questions are predefined (as opposed to open-ended).

**Question 1** was a multiple-choice question and the graph displays responses given by your applicant pool.

**Question 2** was an open-ended question. Here you can view how many of your applicants answered the question.

If you want to download your applicants’ answers to the supplemental questions into an Excel spreadsheet, click on the Downloading Screening Question Answers (also known as Supplemental Question Answers) option, which can be found in the main Actions menu.

Depending on your browser, the file may automatically download to your computer’s download folder, or you may be prompted to choose whether you want to open or save the file.
Supplemental Questions FAQ

Reviewing applicants’ answers to supplemental questions

1) Open your posting and select the Applicants tab.
2) From the main Actions menu, select Review Screening Question Answers. This presents the statistical breakdown of how the applicants answered each question.
3) To see which applicants gave a particular answer to a question, select the answer. The applicants are listed below all the questions.
4) From this page you can view the application and attached documents.
5) If there was more than one supplemental question on this posting, select Next to page through the questions; or open the Actions menu and select Show all questions to return to the main statistical breakdown page.

To download applicants’ answers to supplemental questions

1) Open your posting and select the Applicants tab to view the applicants who have applied to the posting.
2) Check the box at the top of the list to select all applicants, or select the applicants of interest.
3) From the main Actions menu, select Download Screening Question Answers (also known as Supplemental Question Answers). The search results are saved in .xls format. Depending on your browser, the file may automatically download to your computer’s download folder, or you may be prompted to choose whether you want to open or save the file.

To see a list of applicants who answered a question in a specific way

1) Review applicants' answers to screening questions.
2) From the Actions menu, select Search Answers.
3) Set up the search by selecting:
   - The supplemental question of interest
   - The answer of interest
   - Whether you want to see people who gave this answer (Include) or any answer except this one (Exclude)
4) Select Search. The system presents a list of people who answered in the way you specified.
Recommendations

All Position Types

Revised 12.13.2018
Recommendations

The UGAJobs system offers two options for collecting an applicant’s letters of recommendation. A third option allows you to collect references off-line and upload to a candidate’s application at any time during the search process. The way in which you collect these recommendations will depend on which option was chosen when the posting was created. Each option and its resulting action is listed below:

**Option 1: Candidate Uploads Letters of Recommendation**
- This option for obtaining letters of recommendation requests the candidate upload them as part of their initial application.
- When the position posting was created, **optional or required** should have been selected next to **Three Letters of Recommendation** on the **Applicant Documents** tab.

**NOTE:** If **required** was selected, applicants will be unable to certify and submit their applications without uploading all required documents.

![Internal User View](image1)

![Applicant View](image2)

**Option 2: Collect Letters of Recommendation**
- When the position posting was created, on the **External Recommendations** tab you are asked to select **Yes or No** if this position will accept reference letters.
- If you select **Yes**, uploading reference letters will be required for applicants and applicants will be unable to certify and submit their applications without uploading all required documents.
- This keeps the letters confidential so candidates cannot see the letters when viewing their application.

![Internal User View](image3)

![Applicant View](image4)

**NOTE:** If **No** was selected, applicants will be able to certify and submit their applications without uploading Reference documents. **Once an applicant submits their application and completes the certification process, he/she will not be able to access their application at a later date to add any additional documents.**

If an applicant would like to update or replace a document in their application, please have the candidate reach out to Central HR or the Office of Faculty Affairs or email hrweb@uga.edu.
Contacting References

At the appropriate time in the process, you can manually send a recommendation request email to the reference provider from the Recommendations Tab on the applicant's job application. This is done by accessing the specific applicant(s) you wish to request references from.

**Step 1:** Using the Applicants Tab in the position, you will see a list of applicants who applied to your position. Remember to click on the name of the candidate to open their application.

**Step 2:** Select the Recommendations Tab located next to the Summary Tab.

Under the Notified column, you will see if any email communication has been sent to the reference provider. If not, you have the ability to contact the reference by clicking on the send hyperlink.

Once you select Send and the reference provider is notified, a timestamp will appear to indicate when the notification was sent.

You also have the ability to Resend a request if time has passed and a response has not been received.
Reference Provider Experience

Once the email is triggered, the reference provider receives an email notification with instructions on how to provide feedback. Each message contains a unique link that allows the recipient to respond confidentially. The link expires when the reference provider uploads a letter of recommendation or completes the recommendation form.

The provided link takes them to this website:

The reference provider has the opportunity to:

A. Copy and paste information into the Comments box on the Submit a Recommendation link.

B. Upload a Recommendation Letter through the Submit a Recommendation link.

Applicants will be notified when recommendations have been finalized and submitted, however they will not have ability to view the confidential information included.

NOTE: Instructions on where to send recommendation letters should be provided in the Instructions to Reference box when creating the position posting.
**Recommendation Letters Received**

Once the recommendation has been completed and submitted by the reference provider, it will appear as part of the candidate’s job application and can be viewed by revisiting the steps in Contacting References.

By selecting the submitted recommendations hyperlink, the *Recommendation Form* appears. At the bottom of the *Recommendation Form*, you will find a link to the uploaded recommendation letter.

Since recommendations become a part of individual applications, when you download a batch of applications as a single PDF, the uploaded recommendation letter will be included.

The uploaded recommendation letter is also included as part of the *Combined Document* in each individual job seeker’s application.

**Option 3: Collect Letters of Recommendation Outside of the UGAJobs System and Upload to a Candidate’s Application**

Letters submitted outside of the UGAJobs system can be uploaded as a part of the application materials for a specific candidate.

*Steps on how to upload these documents can be found in the Supporting Documents section pages 24-25*
Be sure to provide detailed instructions to both the reference provider and the applicant

- **Instructions to Reference Box:** Instructions to the individuals providing the reference (referee) can be detailed in the box labeled *Instructions to Reference* on the posting. This should include contact information in the event the referee would prefer to send hard copies or a reference letter on letterhead.

- **Special Instructions Box:** The special instructions box is a way for you to provide detailed instructions to your applicants on how reference letters will be handled. This may include providing the contact information for the Committee Search Chair and/or Unit Contact in the event the candidate has questions regarding the reference process. This is also a way for you to allow candidates the ability to upload Letters of recommendations themselves, if applicable.

  - If you elect to use this option, in the Applicant Documents section when creating a posting select Other Document #1 or #2 and instruct applicants to upload Reference letters this way. The Special Instructions to Applicants field can be found in the Posting Details section when you create your posting.

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<th>What are some examples to include in this section?</th>
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<tr>
<td>• Search time frames</td>
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<tr>
<td>• Deadlines</td>
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<tr>
<td>• Instructions on required or optional Application Documents</td>
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<td>• Reference Process</td>
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Supporting Documents

All Position Types

Revised 12.13.2018
Supporting Documents Tab

The **Supporting Documents** feature in Staff Jobs is designed to allow approved user groups the ability to attach additional documents to individual job applications within a specific posting. This feature can also be used to upload applicant replacement/updated documents (i.e.: Applicant has published a paper since submitting application materials).

**The applicant will NOT have the ability to view these documents**, only internal users can view. The **Supporting Documents** functionality should only include those documents required to complete a candidate’s application. For helpful information pertaining to the search process, please refer to the EOO/Affirmative Action Guidelines for Faculty or Administrative Search/Screen Committees [https://eoo.uga.edu/search_committee_guidelines](https://eoo.uga.edu/search_committee_guidelines).

**IMPORTANT:** The **Supporting Documents** feature must be enabled on individual job postings. This feature is not turned on by default. It is controlled by a check box on the **New Posting Settings Page**, be sure to always check this box when creating a posting.

The **New Posting Settings Page** appears on the front-end of the posting creation process.

![New Posting Settings Page](image)

By selecting the box under the **Supporting Documents** heading, you are allowing supporting documents to be uploaded to applications.

This box must be checked before you click **Create New Posting** or this feature will not be enabled on your posting.  *(Note: Contact Human Resources if you did not enable the supporting documents feature)*
How do I upload Supporting Documents to an Application?

You will see the Supporting Documents tab show up on individual candidate’s job applications between the Recommendations and History tabs.

Clicking the Supporting Documents tab will allow you to view and/or add new documents to the candidate’s application.

Once you click the Add Document button, you will be taken to the below screen, where you will see a list of file types that can be uploaded:

To upload your document, select Choose File, allowing you to browse for the file you wish to upload. Be sure to name the document and include a short description of the document you are uploading before submitting your document. If you wish to cancel this action, select Cancel.

Once you have submitted this document, it will go through a PDF conversion process. After this has been completed, you will be able to view and download the document by selecting the link under file name.

You will be able to see the Date/Time the document was uploaded, as well as the Name of who uploaded the document.

NOTE: Only Initiator users will be able to view, add, and remove supporting documents.
History Tab

This history tab allows you to view detailed information about when the application was created, how long the applicant has been in each section of the workflow, and any notes made by users in the workflow regarding the applicant.

You can visit this page at any time to get detailed information and review notes.

The options in the upper right corner- Workflow, Notes, Emails -allow you to customize what you see in the History tab.
Taking Action on Applications

All Position Types

Revised 12.13.2018
Taking Action on Applications

Only the Applicant Manager user group has the ability to move a single applicant or group of applicants to a new candidate workflow state. These workflow states, or action reason codes, are a way for your Search Committee or Hiring Authority to appropriately remove applicants from consideration or move candidates forward in the hiring process.

In order for an applicant to move through the workflow, he and/or she must transition through a series of actions. A hired candidate will have been moved five times.

**Action 1: Under review by Department**

At this workflow state, the designated search committee or hiring official(s) are required to review every applicant. All applicants in the pool must be moved into the Reviewed by Department workflow status, unless the candidate has withdrawn their application. If that is the case, you have the option to select Candidate withdrew application.

**Action 2: Reviewed by Department**

Once all candidates have been reviewed, you have the option to choose Selected for Interview, Candidate withdrew application, Candidate does NOT meet minimum qualifications, OR Candidate met the minimum qualifications, but was NOT interviewed.

If you select Selected for Interview, Candidate withdrew application, another field will open, requiring you to select and confirm the candidate meets the minimum qualifications of the position.

If you select Candidate met the minimum qualifications, but was NOT interviewed another field will open, requiring you to select a sub-field. Remember, you must make a choice among the available options in order to satisfy your obligation.
**Action 3: Selected for Interview**

There are two options under **Selected for Interview**:

1. **Selected for 1st or only interview**:
   a. Choose this option if:
      i. Selected for first round interview and **not selected for second round interview**.
      ii. Unit only conducted one round of interviews.

2. **Selected for 2nd or more interviews**:
   a. Choose this option if candidate selected for multiple rounds of interviews. If selected for second or more rounds of interviews, it is inferred that candidate was interviewed at earlier round(s) and selected for the next round of interviews.

At this point in the process, all candidates who are still viable can be moved by selecting **Interviewed**. If the candidate(s) choose(s) not to attend their interview, you have the option to select **Candidate withdrew application**.

**Action 4: Interviewed**

You have the option to take action on your finalist(s) by transitioning them to **Recommended for Hire**. *Remember, HR recommends you have the signed offer letter prior to moving your candidates into the Recommended for Hire state in the workflow.*

**Action 5: Recommended for Hire**

Once you take action on your candidate by placing them into the **Recommended for Hire** state, you now can officially begin creating your appointment package. In the **UGAJobs System, the Hiring Proposal** feature will be used to complete your appointment package.

**Reasons for Hiring the Applicant**

*Select all that apply*

1. The experience of the candidate selected to receive offer was stronger than those selected to interview
2. The education of the candidate selected to receive offer was stronger than those selected to interview
3. The research interests of the candidate selected to receive offer was more aligned and compatible with existing faculty and department goals than those selected to interview
4. The research impact of the candidate selected to receive offer was stronger than those selected to interview
5. The interview of the candidate selected to receive offer was stronger than those selected to interview
6. The grant support of the candidate selected to receive offer was stronger than those selected to interview
7. The publication history of the candidate selected to receive offer was stronger than those selected to interview
8. Selected candidate offered a new area of interest not represented by other candidates or existing faculty
9. Other (give reason)

**IMPORTANT:** You have the option to take action on your remaining candidates by selecting **Candidate withdrew application**, **Candidate was interviewed, but NOT selected to receive offer** OR **Candidate offered position, but declined the offer/position**. After making your selection, another field will open, requiring you to select a sub-field. Remember, you **must** make a choice among the available options in order to satisfy your obligation.
How to move an individual applicant in the workflow:

In your job posting, open the Applicants tab and click on the application of interest.

From the Take Action on Job Application menu, select the appropriate action.

If the confirmation box prompts you for a reason, select the action reason code that best explains why you are moving the applicant to this workflow state.

Select Submit to move the applicant to the selected workflow state.
To move multiple applicants in the workflow in bulk:

Viewing the list of all candidates on the Applicants tab of your posting, check the boxes associated with the applicants of interest.

Next, hover over the main Actions menu button and select Move in workflow under the Bulk heading. The Editing Workflow States page opens.

Once on the Editing: Workflow States screen, use the drop-down menu to select the appropriate workflow movement.

You can complete one of the below actions:

- If moving all applicants to the same state, use the change for all applicants box to select the workflow state for all the applicants you selected.

- If moving individual applicants, select a new workflow state individually.

When you move candidates into an inactive state, such as Candidate does NOT meet Minimum Qualifications, you will be asked to select the appropriate reason that best explains why you are moving the applicants in the workflow.

You can select a reason for each candidate, even if you moved all of them in the workflow together.

When you have moved all applicants to the appropriate workflow states, select Save Changes.
Candidate Workflow:
Action Reason Codes
Explained

All
Position Types

Revised 12.13.18
Candidate Workflow: Action Reason Codes Explained

The Applicant Manager user group manages the applicant management workflow and is the only role assigned to a posting that can move applicants through the workflow stages. Using designated Disposition Codes, the assigned Applicant Manager is able to place a single applicant or a group of applicants into a specific Internal Workflow State.

**IMPORTANT:** It is the responsibility of the Search Committee Chair or Hiring Official to appropriately provide reasoning as to why candidates are removed from consideration or moved forward in the hiring process. It is not the responsibility of the Business Manager/Admin to determine why an individual was not hired.

In order for an applicant to move through the workflow, he and/or she must transition through a series of actions. A hired candidate will have been moved five times.

**Please provide the reasons below to your Search Committee and/or Hiring Official so they may appropriately designate disposition codes to the applicant(s) in their assigned position(s) **

Removing Applicants from Consideration

The Applicant Manager will have 5 choices (1-5 listed below) to select from, allowing him and/or her to remove applicants from consideration at the appropriate action in the internal candidate workflow. If the Applicant Manager selects choice 3, 4 or 5, another field will open, requiring him and/or her to select a sub-field. The Applicant Manager must make a choice among the available options in order to satisfy their obligation.

1. Candidate withdrew application
   Use this designation for any reason the candidate voluntarily withdraws an application or indicates they no longer wish to be considered prior to the end of the search process.

2. Candidate does not meet minimum qualifications
   Use this designation for any reason the candidate does not meet the minimum standards of education, experience, degree, instructional experience or expertise, license, etc. as defined in the position posting.

3. Candidate met the minimum qualifications, but was not interviewed (REQUIRES THE SELECTION OF ONE OF THE FOLLOWING SUB-FIELDS)
   Use this designation for any candidate meeting the minimum standards of education, experience, etc., but not selected for an interview. In the event of questions as to why a person was not interviewed, you must have a non-discriminatory, articulable basis for why an individual was not interviewed.
   Candidate met the minimum qualifications, but candidate’s...
   1. Experience not as strong as that of candidates selected for interview
   2. Education not as strong as that of candidates selected for interview
   3. Research interests are not aligned with or not compatible with those of the department
   4. Research impact not as strong of that of candidates selected for interview
   5. Publication history not as strong as that of candidates selected for interview
   6. Grant support not as strong as that of candidates selected for interview
   7. Teaching experience does not align with the department’s needs
   8. Application submitted after full consideration date (only for Open Until Filled postings with identified full or priority consideration date)*
If a full/priority consideration date is used to eliminate any candidate from consideration, candidates applying after that date may be considered only according to the following procedure: A new full (priority, etc.) consideration date, at least 14 days from the prior one, is selected by the unit and appended to the previous date in the posting by Central HR or EOO. All candidates applying before the latest full consideration date, whether original or extended, must receive equal review of their qualifications and may not be excluded by date of application. All those applying after the latest date must be excluded from review beyond minimum qualifications unless a subsequent full consideration extension brings their application date into reviewable range.

4. Candidate was interviewed, but not selected to receive offer (REQUIRES THE SELECTION OF ONE OF THE FOLLOWING SUB-FIELDS)

Use this designation for any reason the candidate was interviewed, but not found to be the highest rated candidate. In the event of questions as to why a person was not hired, you must have a non-discriminatory, articulable basis for why an individual was not the most qualified. For example, candidate’s interview or references raised concerns about the candidate’s qualifications.

Candidate interviewed but candidate/candidate’s...
1. Experience not as strong as that of candidate selected to receive offer
2. Education not as strong as that of candidate selected to receive offer
3. Research interests are not aligned with or not compatible with those of the department
4. Research impact not as strong as that of candidate selected to receive offer
5. Interview not as strong as that of candidate selected to receive offer
6. Grant support not as strong as that of candidate selected to receive offer
7. Publication history not as strong as that of candidate selected to receive offer
8. Interview raised concerns about candidate’s qualifications
9. References raised concern about candidate’s qualifications
10. Did not present favorably

5. Candidate offered position, but declined the offer/position (REQUIRES THE SELECTION OF ONE OF THE FOLLOWING SUB-FIELDS) Use this designation for any reason the candidate is offered the job and declines, citing salary issues, relocation, hours, or other reasons, etc.

Candidate offered position but declined because...
1. Candidate accepted different position
2. Relocation package not sufficient
3. Salary not sufficient
4. Candidate not willing or able to start position on or around position start date
5. Candidate not willing or able to commit to length of contract
6. Candidate indicates personal circumstances changed
7. Candidate no longer desires to accept position without stating reason

Questions concerning the provided Action Reason Codes for removing applicants from consideration, please contact the Equal Opportunity Office, ugaeoo@uga.edu or 706-542-7912.
What Happens Next: Create a Hiring Proposal

All Position Types

Revised 12.13.2018
What Happens Next


You can find these resources under the Resources link on the following website:

- [https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/](https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/